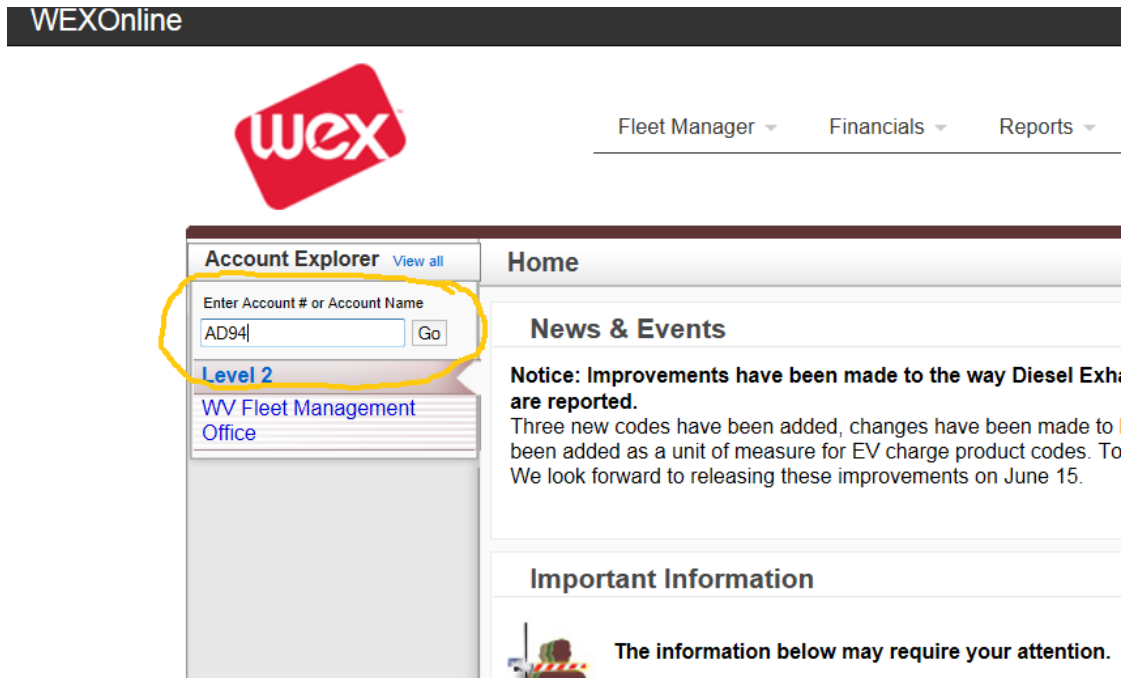


## PRINTING INVOICES AND PURCHASE ACTIVITY REPORTS IN WEX

### PRINTING WEX INVOICES

1. Log into WEX Online at <https://go.wexonline.com/online>
2. On Left side of screen under Account Explorer, enter your Account # or Account Name or your Agency 4 digit Bill Code and click GO.

WEXOnline



Fleet Manager ▾ Financials ▾ Reports ▾

**Account Explorer** [View all](#)

Enter Account # or Account Name  
AD94


**Level 2**  
[WV Fleet Management Office](#)

**Home**

**News & Events**

**Notice: Improvements have been made to the way Diesel Exh:**  
**are reported.**  
Three new codes have been added, changes have been made to |  
been added as a unit of measure for EV charge product codes. To  
We look forward to releasing these improvements on June 15.

**Important Information**

 **The information below may require your attention.**

3. In the middle of the screen, click on the Blue Link of your Agency Bill Code and Name.

**Account Explorer** [View all](#)

Enter Account # or Account Name

**Level 2**  
[WV Fleet Manag...](#)

**Level 3**  
[View all 163 accounts...](#)

**View Accounts** [Print](#)

**Account Search Results**

**Search Filter**

You may filter a search by any of the following:

Name:  Status:







Account Number:

Previous | Next      Displaying 1-1 of 1 Records Found.      Results per page 25

Name	Status	Actions
Type   Account Number   Account Level   Parent Name		
1 <a href="#">AD94 Fleet Management...</a>	Active	<a href="#">Edit</a>
Account   0496001719590   3   WV Fleet Management Office		

4. On the right side of the screen, click VIEW INVOICES.

**Account Summary** Hide Content

 Drivers <a href="#">View Drivers</a>   <a href="#">Add Driver</a>	 Cards <a href="#">View Cards</a>   <a href="#">Add Vehicle/Asset Card</a>
 Authorization Profiles <a href="#">View Auth Profiles</a>   <a href="#">Add Auth Profile</a>	 <b>Invoices</b> <a href="#">View Invoices</a>   <a href="#">Make Payment</a> <a href="#">View Payments</a>   <a href="#">View Bank Accounts</a>
 Departments <a href="#">View Departments</a>   <a href="#">Add Department</a>	 Addresses <a href="#">View Addresses</a>   <a href="#">Add Address</a>

5. Scroll down and click RETRIEVE INVOICE beside the transaction you want to print.

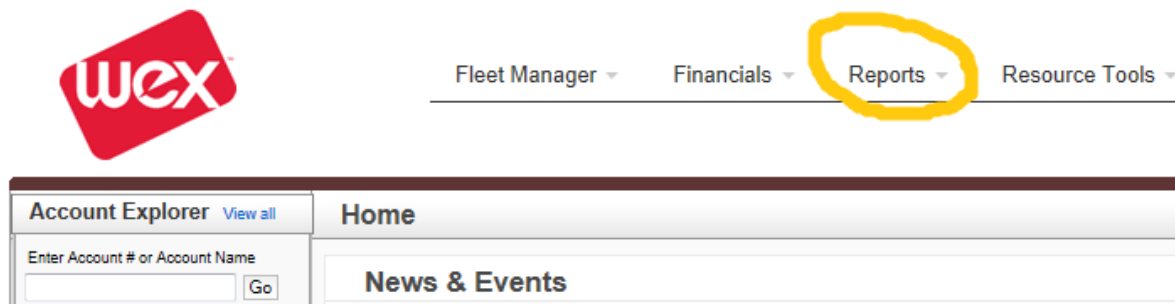
Download Results: [CSV Format](#) [Excel Format](#)

<a href="#">Previous</a>   <a href="#">Next</a>		Displaying 1-24 of 24 Records Found.	Results per page 25 <a href="#">Go</a>
<u>Closing Date</u>	<u>Minimum Payment</u>	<u>Actions</u>	
<u>Invoice Number</u>	<u>Last Payment Date</u>		
<u>Ending Balance</u>	<u>Payment Amount</u>		
04/30/2015	\$1,180.39	<a href="#">Retrieve Invoice</a>	
40703653	05/26/2015	<a href="#">View Transaction Details</a>	
\$1,180.39	\$744.01	<a href="#">Download to Quickbooks</a>	
03/31/2015	\$744.01	<a href="#">Retrieve Invoice</a>	
40359116	04/24/2015	<a href="#">View Transaction Details</a>	
\$744.01	\$1,340.50	<a href="#">Download to Quickbooks</a>	

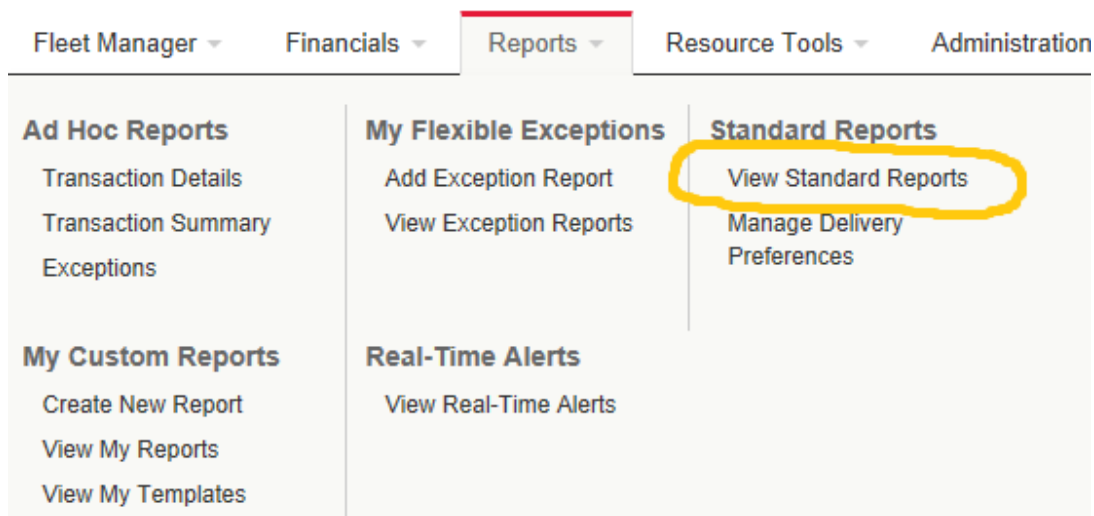
6. A pop-up box appears at the bottom of the screen. Choose the OPEN option. This opens the invoice in a PDF file format.
7. Print the Invoice

## PRINTING WEX PURCHASE ACTIVITY REPORTS

1. Log into WEX Online at <https://go.wexonline.com/online>
2. Click on REPORTS at the top of the screen.



3. On right side of screen, click on VIEW STANDARD REPORTS.



4. In the Search Filter box, in the REPORT FROM DATE box, type in the beginning date of the report you want (ex. 05/01/13 or 06/01/13)
5. In the REPORT TO DATE box, type in the ending date of the report you want (ex. 05/31/13 or 06/30/13)
6. From the list below, click beside of the account that you want to print the Invoice for.

## Standard Reports

You can retrieve current and past reports produced regularly for your account(s). Fields marked with an asterisk (\*) are required.

### Search Filter

You may filter a search by the following:

\* Report From Date: 05/01/2015  
(ex: MM/dd/yyyy)

\* Report To Date: 05/22/2015  
(ex: MM/dd/yyyy)

### Select Accounts

Please select an account from the list below:

[Expand](#) | [Collapse](#)

- ☒ Level 2: WV Fleet Management Office - 0496001703370
- ☐ Level 3: 3764 DHHR - 0496001719574
- ☐ Level 3: AB01 ABC Administration - 0496001704477
- ☐ Level 3: AC01 Bureau Of Senior Service - 0496001705219
- ☒ Level 3: AD94 Fleet Management Office - 0496001719590
- ☐ Level 3: AC01 Agriculture - 0496001710177

7. Scroll down to the bottom of the screen and click SEARCH
8. From the Records Found list, choose PURCHASE ACTIVITY REPORT by clicking on the RETRIEVE link.

### Search Filter

Fields marked with an asterisk (\*) are required.

\* Report From Date: 03/01/2015  
\* Report To Date: 05/22/2015

[Back](#) [Search](#) [Cancel](#)

Previous   Next		Displaying 1-10 of 10 Records Found.		Results per page 25	Go
All	Report Name	Closing Date	Actions		
<input type="checkbox"/>	Type   PDF Page Count				
<input checked="" type="checkbox"/>	Purchase Activity Report PDF   8 pages	03/31/2015	Retrieve		
<input type="checkbox"/>	Financial Summary PDF   2 pages	03/31/2015	Retrieve		

9. A pop-up box appears at the bottom of the screen. Choose the OPEN option. This opens the invoice in a PDF file format.
10. Print this report to go with your Invoice.